

	<b>Agency Name</b>	Department of Social Services (DSS)
	<b>Chapter No./Name</b>	DSS Departmental Memoranda
	<b>Part No./Name</b>	2008
	<b>Section No./Name</b>	2008-09 Special Leave for Hurricanes Gustav and Ike
	<b>Document No./Name</b>	2008-09 Special Leave for Hurricanes Gustav and Ike
	<b>Effective Date</b>	October 8, 2008

Staff impacted as a result of Hurricane Gustav and/or Ike, may be granted up to two (2) workdays of Special Leave (LSAG), with consideration given to departmental business needs. The Special Leave would be approved to allow staff the time to attend to personal matters associated with damages to property and /or other personal matters directly relating to Hurricane Gustav and/or Ike. Requests for Special Leave, as it relates to this special directive, may be granted by the Agency's appointing authority or his/her designee, and copies of all requests and approvals should be sent to the appropriate Human Resources Office. All requests should be in writing and contain supporting documentation as deemed appropriate and necessary to support the requests.

October 15, 2008, is the deadline for employees to request retroactive Special Leave, (only if they have already used their Annual Leave for such circumstances). Staff requesting special leave to attend to Hurricane Gustav or Ike related matters now and in the future must submit and use such leave on or before November 21, 2008.

Questions regarding this directive should be addressed to your Agency's Human Resources Office.

Kristy H. Nichols  
Interim Secretary